

**Flexible Spending Account Reimbursement
Direct Deposit Authorization and Change Form**

Instructions:

1. Please use this form to elect direct deposit for FSA or to change an existing election.
2. Supply all information requested below. The form will be returned to you if information is missing.
3. Sign the form and attach a voided check or deposit slip.
4. Return the form to the Human Resources department.
5. It may take up to 3 weeks to process your request, or longer if banking information is incorrect.
6. During this time, any reimbursements made will be via a paper check

Company Name: _____ **Policy #:** _____ **Department:** _____

Employee Name: _____ **SSN:** _____

Effective Date of Direct Deposit Enrollment, Change or Cancellation: _____ / _____ / _____

Type of Request (check one):

New Request
(Initiate Direct Deposit) ☐

Change Existing Election
(Change bank or bank account) ☐

Cancel Direct Deposit
(Switch back to check issuance) ☐

Bank Account Type (check one):

☐ **Checking** (A voided bank check must be attached)

☐ **Savings** (A deposit slip must be attached)

Account Information:

Financial Institution Name: _____ **Phone Number:** _____

Financial Institution Address: _____

Routing/ABA Number: _____ **Account Number:** _____

It is the responsibility of the employee to ensure the Routing/ABA number and Account number are provided.
Please verify this information with your financial institution prior to submitting this form to avoid delays.

I hereby authorize credit entries to my account as indicated above and authorize the financial institution to credit the same such account. This authority is to remain in effect until written notification is received from me or my participation in the FSA is terminated. However, if I have checked 'Cancel Direct Deposit' above, I hereby request to be switched from Direct Deposit to Check Issuance.

Employee Signature: _____ **Date:** _____ / _____ / _____

****** Attach voided check (for Direct Deposit into your checking account)
or deposit slip (for Direct Deposit into your savings account) here ******